



CITY OF HOUSTON

Job Posting

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| BJW | |
| 1 | Applications accepted from: ALL PERSONS INTERESTED |
| 2 | Job Classification COMMUNITY INVOLVEMENT COORDINATOR |
| 3 | Posting Number PN# 110264 (Summer Only) |
| 4 | Department PARKS AND RECREATION |
| 5 | Division RECREATION AND WELLNESS |
| 6 | Section SUMMER FOOD SERVICES |
| 7 | Reporting Location 6402 Market Street |
| 8 | Workdays & Hours M - F, 7 a.m. - 4 p.m.* |
| | *Subject to change |
| 9 | <u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> The individual will be responsible for overseeing the staff of Program Managers and Community Relations Specialists in administering the program functions for the Summer Food Program. Oversee the collection and compilation of data to report to the city, state and federal entities. Act as liaison between the department and public agencies in the community. Plan, organize and implement procedures to ensure deadlines are met. Assist with other duties as assigned. |
| 10 | <u>WORKING CONDITIONS</u> This position is physically comfortable and will require lifting of moderately heavy items up to 40 pounds and/or very long periods of walking, standing, etc. |
| 11 | <u>MINIMUM EDUCATIONAL REQUIREMENTS</u> A bachelor's degree in Communications, Public Relations, Business Administration or a closely related field. |
| 12 | <u>MINIMUM EXPERIENCE REQUIREMENTS</u> Two (2) years in developing and coordinating community programs or a closely related field are required. |
| 13 | <u>MINIMUM LICENSE REQUIREMENTS</u> Must have a valid Texas Driver's License and comply with the City of Houston's policy on driving (AP 2-2). |
| 14 | <u>PREFERENCES</u> |
| 15 | <u>SELECTION/SKILLS TESTS REQUIRED</u> None |
| 16 | <u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test. |
| 17 | <u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <u>Salary Range - Pay Grade 22</u> \$16.50 hourly |
| 18 | <u>OPENING DATE</u> May 3, 2006 |
| 19 | <u>CLOSING DATE</u> May 9, 2006 |
| 20 | <u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer |